HSC OP: 73.10, Faculty Laboratory Space Check-Out Procedures

PURPOSE: The purpose of this Operating Policy and Procedure is to define a laboratory space check-out procedure applicable to faculty separating from employment with Texas Tech University Health Sciences Center (TTUHSC), and/or to faculty discontinuing laboratory operations in current space. Checkout procedures include the following:

1. Procedures for transfer or disposal of hazardous materials (which include biological, chemical, or radiological materials and substances) that have been used and/or stored in the laboratory space during the faculty member's occupation of the laboratory space to be vacated;

2. Requirements for safely and properly inspecting, removing, transferring, disposing or decontaminating as necessary, equipment or other items located in the laboratory space that may be contaminated; and

3. Maintaining compliance with applicable federal, state, and local rules and regulations.

REVIEW: This HSC OP will be reviewed on June 1 of each odd-numbered year (ONY) by the Director of Safety Services, the Assistant Vice President for Physical Plant and Support Services, with recommendations for revisions forwarded to the Senior Vice President for Research by June 30.

POLICY/PROCEDURE:

1. Policy Statement. In order to conduct an efficient and orderly laboratory space check-out procedure, safeguard state property, clear accounting records, obtain information on the continuation of certain benefits, and to protect the safety of individuals on the TTUHSC premises, all separating/moving faculty occupying laboratory space are required to complete a "TTUHSC CHECKLIST FOR MOVING OR TERMINATING LABORATORY OPERATIONS" (Attachment A).

   FAILURE TO COMPLY WITH THIS POLICY MAY RESULT IN A DELAY IN THE TRANSFER OF RESEARCH FUNDING AND/OR RESEARCH EQUIPMENT AND MATERIALS.

2. Laboratory Space Checkout Procedure.
   a. Department Chair. The Department Chair or other Dean’s designee is responsible for a faculty member's laboratory space being vacated according to TTUHSC policy.
   i. Notice. Not later than thirty (30) days prior to the date of separation or move, the Department Chair or other Dean's designee will instruct the separating/moving faculty member to complete the Attachment A to this policy, "TTUHSC Checklist for Moving or Terminating Laboratory Operations."
   ii. Responsibility for Costs. If the laboratory space is not properly vacated in accordance with this policy, the Department or School in which the faculty member held an appointment will be responsible for clean-up and all costs incurred.
   iii. Facility Information. Any change in space use of function category should be reported to Engineering Services (Facilities Information).
b. **Faculty Member.** The faculty member who will be separating and/or moving from current laboratory space will notify the Department Chair or other Dean’s designee of the impending separation/move in a timely manner.

   i. **Responsibility.** The faculty member is responsible for ensuring that the laboratory space is free from hazardous materials and contamination prior to departure.

   **Faculty member will not remove any hazardous materials or items from the laboratory space without knowledge of Safety Services.**

   ii. **Fill Out Checklist.** The faculty member will obtain a copy of the “TTUHSC Checklist for Moving or Terminating Laboratory Operations” (Attachment A to this OP), and notify Safety Services not later than thirty (30) days prior to vacating the laboratory space. (See section c. below.)

   iii. **Notify Regulatory Committees.** Not later than thirty (30) days prior to the date of separation or move, the faculty member shall contact his/her respective regulatory committee(s) (IBC, IRB, RSC, IACUC, etc.), the Office of Research, and the Office of Sponsored Programs, to terminate/revise any current protocols, licenses, and/or registrations.

c. **Safety Services.** Safety Services is responsible for providing information and assistance regarding laboratory space checkout and for a final inspection of the vacated space.

   i. **Assistance.** The Divisions of Laboratory Safety, Radiation Protection, and Environmental Protection will provide assistance with identifying specific procedures for decommissioning and clearing out the laboratory space. This shall include guidance for decontaminating, removing, transferring, or disposing of equipment or other items in the laboratory space.

   ii. **Inform About Regulations.** In addition to advising the faculty member of the check-out procedure, Safety Services personnel will inform the faculty member as to all applicable federal, state, and local rules and regulations regarding the transfer and disposal of hazardous materials maintained in the laboratory space by the separating/moving faculty member.

   iii. **Inspection and Approve Checklist.** Safety Services personnel must approve and sign the Checklist following their inspection and verification that laboratory space is free of hazardous materials, and will forward the completed and signed Checklist to the Office of Research for final approval.

3. **Approval/Disapproval of Laboratory Space Checkout Procedure.**

   a. **Office of Research.** The Office of Research is responsible for final confirmation that separating/moving faculty is in good standing as follows:

      i. **Verification from Safety Services.** Upon receipt of the Checklist, verify with Safety Services that separating/moving faculty has fully met the requirements of this policy.

      ii. **Department or School of Faculty Member.** A copy of the completed Checklist with final Approval/Disapproval shall be provided to the Department Chair or other Dean’s designee.